



शिक्षता प्रशिक्षण बोर्ड, (दक्षिण क्षेत्र)

BOARD OF APPRENTICESHIP TRAINING [SOUTHERN REGION]

[शिक्षा मंत्रालय का स्वायत्त निकाय, उच्चतर शिक्षा विभाग, भारत सरकार]

[An Autonomous Body under Ministry of Education, Department of Higher Education,
Government of India]

चौथी गली, सी.आई.टी. अहाता, तरमणी, चेन्नै – 600 113

C. I. T. Campus, IV Cross Road, Taramani, Chennai-600 113.

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E-mail:director@boat-srp.com . Web:www.boat-srp.com

Application for the Post of Junior Hindi Translator

Applications in the prescribed proforma as per Annexure are invited from eligible candidates for filling up of one post (UR) of Junior Hindi Translator in Board of Apprenticeship Training (Southern Region), Chennai as per details given below:

1.	Name of the Post	Junior Hindi Translator, (UR-01)
2.	Classification	Group B
3.	Pay	Level-6 of pay scale Index 1-Rs.35400/-as per 7 th CPC
4.	Mode of Recruitment	Direct Recruitment
5.	Age limit for direct recruits	30 years (Relaxable for Government Servants upto 05 years in accordance with the instructions issued by Central Government)
6.	Job Location	BoAT (SR), Chennai
7.	Educational and other qualifications for direct recruits	Master's degree of a recognised university in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. OR Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject

		<p>or as the medium of examination at the degree</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree</p> <p style="text-align: center;">AND</p> <p>Recognised Diploma or Certificate course in translation from Hindi to English & Vice versa or two years' experience translation work and vice versa in central or State Government office, including Government of India undertaking.</p>
8.	How to apply	<p>Interested applicants should submit applications indicating their interest in working as Junior Hindi Translator as per proforma.</p> <ul style="list-style-type: none"> ➤ The envelopes containing the applicants' details as mentioned above should be clearly labeled "Application for the post of Junior Hindi Translator in BoAT-SR" and addressed to: <p style="text-align: center;">The Director of Training Board of Apprenticeship Training (SR) 4th Cross Road, CIT Campus, Taramani, Chennai 600 113</p> ➤ The applicants should furnish the detailed bio-data listing the educational qualifications of the candidate, their areas of expertise. Self-attested copies of educational certificates and mark sheets (from under graduate level onwards) ➤ The application should include the contact details of candidate, including residential address, email ID and landline and mobile numbers. ➤ BoAT (SR) will review each application, and will shortlist the candidate on suitable methods for Written exam/interview or any further recruitment processes. ➤ The date, time and venue of the interview/written exam will be conveyed in the call letter.

The last date for receiving applications is 21-02-2022 till 03.30 PM.

Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be

rejected and no correspondence shall be entertained in this regard. Application fee of Rs.500/- (Rupees Five Hundred only) drawn in favour of “ Board of Apprenticeship Training (Southern Region), Chennai” also need to be enclosed by the applicant.

GENERAL TERMS & CONDITIONS:

1. Candidates working in Central/State Governments/PSU of Central/State, Autonomous bodies of Central/State shall send their applications through proper channel along with Vigilance Clearance Certificates and No Objection Certificates (NOC) from Head of Organisation that no case/penalty is pending/imposed as per CCS (CCA) rules, 1965 . Such Applicants not fulfilling the above criteria will not be entertained in any circumstances
2. The BoAT (SR) reserves the right to accept or reject in part or in full or all the responses received from applicants without assigning any reasons whatsoever.
3. The last date for receipt of application in the prescribed format is 21-02-2022 upto 3.30 PM. Applications received after due date/ time and without supporting documents will not be considered.
4. Selection of the Junior Hindi Translator shall be made by a duly constituted Selection Committee The decision of the Selection Committee shall be final for this recruitment processes.
5. (a) Applicant should have good communication and interpersonal skills, fair knowledge of computer applications such as MS word, MS Excel and Power Point etc.
(b) Applicant should have knowledge in noting/ drafting etc.
(c) Applicant should have good experience in translation from Hindi to English and vice versa .
d) The scope of work of Junior Hindi Translator covers exhaustive nature ie Preparation of Hindi letter communications with Ministry and TOLIC, Conversion of websites,Arranging workshops, Translation and preparation of Hindi reports, Hindi documentation, Assisting in Hindi Implementation activities, As and Such works given by the competent authority,etc
d) The BoAT (SR), Chennai reserves the right to recruit or cancel the entire recruitment process for any or all the posts at any time without assigning any reasons whatsoever.

DIRECTOR OF Training

Annexure-I

APPLICATION PROFORMA FOR THE POST OF JUNIOR HINDI TRANSLATOR

BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION), CHENNAI

Paste latest
colour photo
here

1. Name :

2. Date of Birth and Age as on 21/02/2022:

3. Gender (Male/Female/Others) :

4. Educational Qualifications :

(In chronological order)

(Enclose a separate sheet, if space below is insufficient)

S. No.	Educational qualification	Year of passing	% of Marks	Class obtained	Remarks

(please attach self -attested copies of certificate):

5. Postal address, Mobile/Land line with e-mail ID:

6. Document in support of Indian nationality:

(attach a copy-Aadhar Card/PAN card/Voter's ID,etc)

7. Details of employment in the chronological order, if applicable

(Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

(please attach self -attested copies of certificate):

8. Details of experience acquired if any for translation from Hindi to English & Vice versa. (please attach self -attested copies of certificate):

- (a)
- (b)
- (c)

9. Other Indian Languages proficiency if any. Please attach certificates in support of the educational qualification:

10. Details of Application fee for **Rs.500/-**

- a) Name of the bank:-
- b) DD Number and date:

11. Are you claiming Age relaxation for Central Government employee
(Yes/No)-__

(If yes, please enclose the certificate in the letter head of the institution/issuing authority, with issuing authority's signature, name, designation, date and office seal, clearly mentioning the name of the applicant, designation, period of duty, nature and status of appointment on date of issue of such certificate, experiences etc)

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

13. Whether NOC and Vigilance Clearance Certificates furnished, in case of employees under Central Government/State Government/PSU/Autonomous body
(Yes/No):_____

14. Declaration

I hereby declare that all the above particulars furnished by me are true and complete to the best of my knowledge and belief. I understand if any particulars are found to be false at a later date, my candidature shall be liable to be cancelled without assigning any reason.

(Signature of candidate)

Address :

Phone and E-mail :

Date: